

**KEITH W RHEAULT**  
*Superintendent of Public Instruction*

**GLORIA P. DOPF**  
*Deputy Superintendent*  
Instructional, Research and Evaluative  
Services

**DOUGLAS C. THUNDER**  
*Deputy Superintendent*  
Administrative and Fiscal Services

**STATE OF NEVADA**



**SOUTHERN NEVADA OFFICE**  
1820 E. Sahara, Suite 205  
Las Vegas, Nevada 89104-3746  
(702) 486-6455  
Fax: (702) 486-6450

**MOODY STREET OFFICE**  
1749 Moody Street, Suite 40  
Carson City, Nevada 89706-2543

**DEPARTMENT OF EDUCATION**  
**700 E. Fifth Street**  
**Carson City, Nevada 89701-5096**  
**(775) 687 - 9200 • Fax: (775) 687 - 9101**

July 20, 2006

**MEMORANDUM**

NSLP 2007-06  
RCCI 2007-07

To: All NSLP Sponsors

From: Pat Cook and Katherine Stewart, RD, CPFM  
Office of Child Nutrition and School Health  
Nutrition Education Program Consultants

Subject: Monitoring SFA Implementation of HACCP-Based Food Safety Programs

---

The Child Nutrition and WIC Reauthorization Act of 2004 required implementation of a school food safety program. Food and Nutrition Services (FNS) anticipates that by now most School Food Authority (SFAs) have implemented or are close to completing implementation of the program at each food preparation and service facility under their jurisdiction. The guidance material intended to help SFAs develop the food safety program was distributed to all SFAs in June 2005 ("Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles").

The School Meal Initiative (SMI) review forms have been revised and the Coordinated Review Effort (CRE) instruction manual is being revised to incorporate food safety in the general review area. Until revised CRE instructions are issued, State Agencies (SAs) shall take the following steps to confirm implementation of the food safety program:

1. Review the written food safety program to ensure that it follows the FNS guidance cited above. (Although the United States Department of Agriculture (USDA) recommends that SFAs follow the Process Approach to Hazard Analysis Critical Control Points (HACCP), they may use the traditional approach to HACCP, if the resulting food safety program is consistent with the June 2005 guidance.) The food safety program must address Standard Operating Procedures and the HACCP principles described in the guidance.

An Equal Opportunity Agency

2. Examine food safety records from the review site to determine if the written program is operational. Documents to review may include food preparation process charts, temperature logs, and descriptions of standard operating procedures.
3. Review HACCP training plans and records to assess their adequacy and to verify employee participation.
4. Monitor SFA Implementation of HACCP-Based Food Safety Program

"This institution is an equal opportunity provider."